



COUNTY OF LOS ANGELES
DEPARTMENT OF HUMAN RESOURCES

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July 7, 1995



To: Departmental Contract Managers

From: Michael J. Henry *[Signature]*
Director of Personnel

Subject: **PRIORITY HIRING CONSIDERATION BY CONTRACTORS FOR
COUNTY EMPLOYEES IMPACTED BY WORKFORCE REDUCTION**

On June 16, 1995, all Department Heads were notified that prior to submitting service contracts over \$250,000 for Board approval, departments were required to request that the Contractors give first consideration in their future hiring to qualified permanent County employees targeted for layoff. The memo also included a sample contract provision regarding the Contractors' responsibilities intended to assist departments when negotiating with Contractors and developing contract boilerplate language (Attachment).

Effective immediately, please insure that your department's Board Letters for each week's contract filings contain a statement regarding the inclusion of the provision or a verbal agreement by the Contractor to consider hiring County employees targeted for layoff when filling future vacancies. In such situations, Contractors need to agree that future renewals will contain the provision.

If there are instances when inclusion of the provision is inappropriate, unnecessary, or unfeasible, please indicate so in the narrative. Following are examples of such instances:

- Contracts with community based agencies that hire the majority of their staffs from their immediate service areas/populations;
- Proposition A contracts that already include similar language;
- Contracts with out-of-state companies;
- Master contracts that contain multiple sub-contracts for amounts under \$250,000.

Departmental Contract Managers

July 7, 1995

Page 2

In addition to new and renewal service agreements, please include the requirement in future Requests For Proposals (RFP's). Furthermore, please discuss the provision with Contractors involved in capital projects; several departments have already convinced such Contractors to consider qualified County employees when future vacancies arise in non-craft union occupations such as clerical and administrative.

Please send a copy of each week's Contract Board Letter to my office, Attention: Steven Hill, Room 555, so that we may continue to monitor and report Countywide compliance with this requirement.

If you have any questions, please call Steven Hill of my staff at (213) 974-2519.

Thank you for your cooperation.

MJH:EB

JS:SBH

Attachment

c Each Supervisor
Department Heads